

MEDPROS
FORCE HEALTH PROTECTION

USER GUIDE



e-Profile

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e-Profile User Guide Administrator

August 2012

Revision History

Version	Date	Description
4.0	August 2012	Incorporate changes from release 3.13.0
3.0	March 2012	To incorporate changes from release 3.11.0 Removed registration, browser requirements and user role information, incorporating into a new Getting Started User Manual
2.0	June 2011	This version includes instructions for administrators for the e-Profile application and the new functionality features with the follow on releases.
1.0	March 2010	This version includes instructions for administrators and the new functionality features with the 3.5.3 release.

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1.0 Introduction to e-Profile

1.1 Background

e-Profile is a application within Medical Operational Data System (MODS) suite which allows global tracking of all Army Soldiers who have been determined by the medical system to have a temporary or permanent medical condition that may render them medically not ready to deploy.

1.2 Purpose

This application provides a fully automated profile process, form DA Form 3349 entry to routing final profile to Commander. It uses artificial intelligence to improve quality of profiles and enforces profile process standardization and quality control. It increases communication between Commanders and Providers, helping to ensure Soldiers get corrective intervention, either medical care or board process.

The application follows the Physical Profiling guidelines set forth in AR 40-501, Standards of Medical Fitness http://www.army.mil/usapa/epubs/pdf/r40_501.pdf.

1.3 Application Components and Validations

The e-Profile application consists of admin, profile, report, MEB, PEB, and MAR2 modules. e-Profile validates user's access to different modules based on their user role. For more information on the user roles and their access, refer to the e-Profile Getting Started User Manual.

Please note the Help Icon, which is located on the right of every e-Profile screen. This will direct you to the e-Profile Help Center, where the user guides, new release notes, etc. are located and available for download.

1.4 Intended Audience

This e-Profile User Guide is intended for the Administrators utilizing the e-Profile application.

1.5 Prerequisites

To access e-Profile, you must have an active Common Access Card (CAC). All credentialed providers must successfully complete the Medical Profiling Course (Course number '081SDL10-00CDL-0003') before they can access system. The system displays Instructions after registering, which are also included in the e-Profile Getting Started User Guide.

2.0 Get System Access

To gain system access, you must have an active DoD CAC. When accessing e-Profile for the first time or after your account has expired, you will need to complete the registration process.

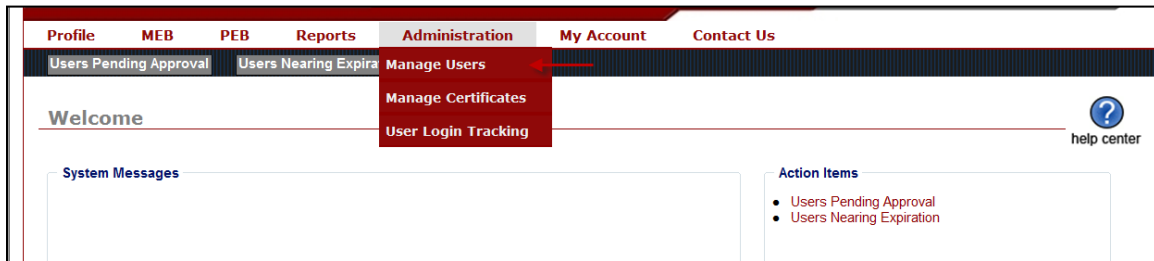
Please refer to the e-Profile Getting Started User Manual for steps on registering. If you have questions regarding registering, please contact the Help Desk at (888) 849-4341 or medpros-eprofile@asmr.com

3.0 Administration

3.1 Managing Users and Modifying Scope


The Manage User function allows the e-Profile administrators to approve, expire, modify permissions and perform other access management functions for users at their location.

1. Hover over the Administrative Tab and click Manager users.



Manage Users Function

2. A list of users will appear. Only the users you are responsible for managing will be listed. This is based on your role and / or UICs. Use the filters to narrow or expand your search. You can determine if the role is a parent or child role for those with multiple accounts. If you can't locate a user, please confirm the filters and check to see if they have been archived by clicking the Show Archived filter. Contact the Help Desk at medpros-eprofile@asmr.com for assistance.

3. To approve, reject or expire an account, select the user and click Details. You can also modify their role and update the Issuing Clinic information. Use the dropdown in the Account Status to activate, reject or expire the account. If rejecting an account, please include a comment. An email will be sent to the user indicating reason for rejection, which will include your comments. Don't forget to click  after making changes.

Administration > User Details ? help center

The sections below contain application user information. You will be able to adjust the user's application settings, approve pending HIPAA certificates, view their registration information, and view application usage activity.

MAJ. PHYSICIAN FT LEE1

AKO ID: 1.PHY.FTLEE1	Status: Active	Registered: 20110203	Expires: 20121205
Compo: Army	Location: FT LEE	Email: eProfile-NonPro@asmr.com	UIC: WC2PT1
User Role: Physician	Clinic: Kenner		

Pending HIPAA Certificates (Show Details...) ✉

Account Settings (Hide Details...) ✉

Account Status: Active ▼

Expires On: 20121205

User Role: Physician ▼

State/Region: FT LEE (USA MEDDAC FT LEE) ▼

UIC: WC2PT1

Issuing Clinic: Kenner

Approved by: FTLee1, C1IA

Role Type: Parent

Update Cancel

Manage Users, Details

Note: Changing a User's UIC through the Manage Users Detail function does not automatically include that UIC in all permissions. Please use the permissions option to grant access to that UIC.

4. To grant or remove permissions and/or add UICs or locations to a user's account, select the user and click Permissions.

Account Status	Name	UIC	Rank	User Role	Location	Registration Date	Expiration Date	Email	Role Type	
Active	FTLee1 , CMDR	W1D4AA	MAJ	UCMDR	FT LEE	20110128	20130128	lori.jones@asmr.com	Parent	Details Permissions
Active	FTLEE2 , UCMR	W1D4AA	MAJ/P	UCMDR	FT LEE	20110130	20130130	lori.jones@asmr.com	Parent	Details Permissions
Active	Mcclain , Jeanine	WABHCL	MAJ	UCMDR	FT LEE	20120119	20120902	eProfile-NonPro@asmr.com	Child	Details Permissions

Manage Users, Permissions Option

5. A list of all permissions will be displayed. Check marks will identify which permission have been granted. Please note some permissions will be restricted to specific roles.

Administration > Manage Permissions help center

[Return to list](#)

MAJ. CMDR FTLEE1

AKO ID: 1.UCMDR.FTLEE1	Status: Active	Registered: 20110128	Expires: 20130128
Compo: Army	Location: FT LEE	Email: eProfile-NonPro@asmr.com	UIC: W1D4AA
User Role: UCMDR		Clinic:	

[+] Click to show the current permissions for this user

Rows per page: 50

Permission Name	Permission Description	Provision
Admin :: Approve users	Approve new user registrations to e-Profile.	<input type="checkbox"/> Grant Scope
Admin :: Manage expiring users	Manage users that are pending expiration of their registration with e-Profile.	<input type="checkbox"/> Grant Scope
Admin :: Manage user permissions	Manage user permissions	<input type="checkbox"/> Grant Scope
Admin :: Manage users	Manage e-Profile application users.	<input type="checkbox"/> Grant Scope
Admin :: View user details	View the application level details of a user.	<input type="checkbox"/> Grant Scope
Admin :: View user list	View a list of users registered with the application.	<input type="checkbox"/> Grant Scope
MAR2 :: Manage pending MAR2s	MAR2s that are pending their scheduled review.	<input type="checkbox"/> Grant Scope
MAR2 :: Quick Capture Results	Quick Capture Results	<input type="checkbox"/> Grant Scope
MAR2 :: View results	View MAR2 Review Results.	<input checked="" type="checkbox"/> Grant Scope
MEB :: View soldier details	View MEB Results Details By SSN.	<input checked="" type="checkbox"/> Grant Scope
PEB :: View soldier details	View PEB Results Details By SSN.	<input checked="" type="checkbox"/> Grant Scope
Profile :: 40-501 compliant	Soldier Profile that meets 40-501 regulation.	<input type="checkbox"/> Grant Scope
Profile :: 40-501 non-compliant	Soldier Profile that does not meet 40-501 regulation.	<input type="checkbox"/> Grant Scope

User Permissions List

6. Use the [\[+\] Click to show the current permissions for this user](#) link to get a listing of the user's current permissions. This is extremely helpful if a user has access to multiple locations or UICs.

Permission	Description	For Region	For UIC
MAR2 :: View results	View MAR2 Review Results.		W0DAW2
MAR2 :: View results	View MAR2 Review Results.		W0KE27
MAR2 :: View results	View MAR2 Review Results.		W0U0AA
MAR2 :: View results	View MAR2 Review Results.		W1D419
MAR2 :: View results	View MAR2 Review Results.		W1D4AA
MEB :: View soldier details	View MEB Results Details By SSN.		W0DAW2
MEB :: View soldier details	View MEB Results Details By SSN.		W0KE27
MEB :: View soldier details	View MEB Results Details By SSN.		W0U0AA
MEB :: View soldier details	View MEB Results Details By SSN.		W1D419
MEB :: View soldier details	View MEB Results Details By SSN.		W1D41M
MEB :: View soldier details	View MEB Results Details By SSN.		W1D41N
MEB :: View soldier details	View MEB Results Details By SSN.		W1D4AA
MEB :: View soldier details	View MEB Results Details By SSN.		W1D4C2
MEB :: View soldier details	View MEB Results Details By SSN.		W1D4C3
PEB :: View soldier details	View PEB Results Details By SSN.		W0DAW2
PEB :: View soldier details	View PEB Results Details By SSN.		W0KE27
PEB :: View soldier details	View PEB Results Details By SSN.		W0U0AA
PEB :: View soldier details	View PEB Results Details By SSN.		W1D419
PEB :: View soldier details	View PEB Results Details By SSN.		W1D41M
PEB :: View soldier details	View PEB Results Details By SSN.		W1D41N
PEB :: View soldier details	View PEB Results Details By SSN.		W1D4AA
PEB :: View soldier details	View PEB Results Details By SSN.		W1D4C2
PEB :: View soldier details	View PEB Results Details By SSN.		W1D4C3
Profile :: Enter commander review	Provide commander review for a Profile.		W0DAW2
Profile :: Enter commander review	Provide commander review for a Profile.		W0KE27

Current Permissions List

7. Select the checkbox to grant a user access to that permission. If the user already granted, but you need to modify their scope (i.e., add location or UIC) , click Scope.

Profile :: Delete uploaded	Delete an uploaded Profile	<input type="checkbox"/> Grant	Scope
Profile :: Enter commander review	Provide commander review for a Profile.	<input checked="" type="checkbox"/> Grant	Scope

Grant a permission

8. The available scopes will be displayed. In this example, we will be adding a UIC to the Commander Review permission for a Unit Commander. Click Next.

Extended Scope Properties
 Permission Name: Profile :: Enter commander review
Inbox
 This permission is linked with an inbox.
 Select the checkbox, if you would like the permission to appear.
☒ Inbox Available

1. Select scope level
 2. Applicable scopes

What scope level would you like to grant the permission?
☒ Unit (UIC) Level
☐ Region Level
☐ Organization Level
 You are only allowed to modify the scope of this Permission at the Unit level. Click Next to continue.

Cancel Next

Select Scope

9. The list of current UICs (or locations, depending on the user and scope selected) the user has access to will be displayed. You can add or remove UICs. Click Complete when done.

Extended Scope Properties
 Permission Name: Profile :: Enter commander review
Inbox
 This permission is linked with an inbox.
 Select the checkbox, if you would like the permission to appear.
☒ Inbox Available

1. Select scope level
 2. Applicable scopes

Applicable Units (UICs)
 The UIC W1D4AA is the user's home UIC and is automatically included.
 UIC: Add

W0DAW2
 W0KE27
 W0U0AA
 W1D419
 W1D41M

 Remove
 UIC must be exactly 6 characters

Cancel Previous Complete

Add / Remove UICs

3.1.1 Adding UICs to a User's Account / Permissions

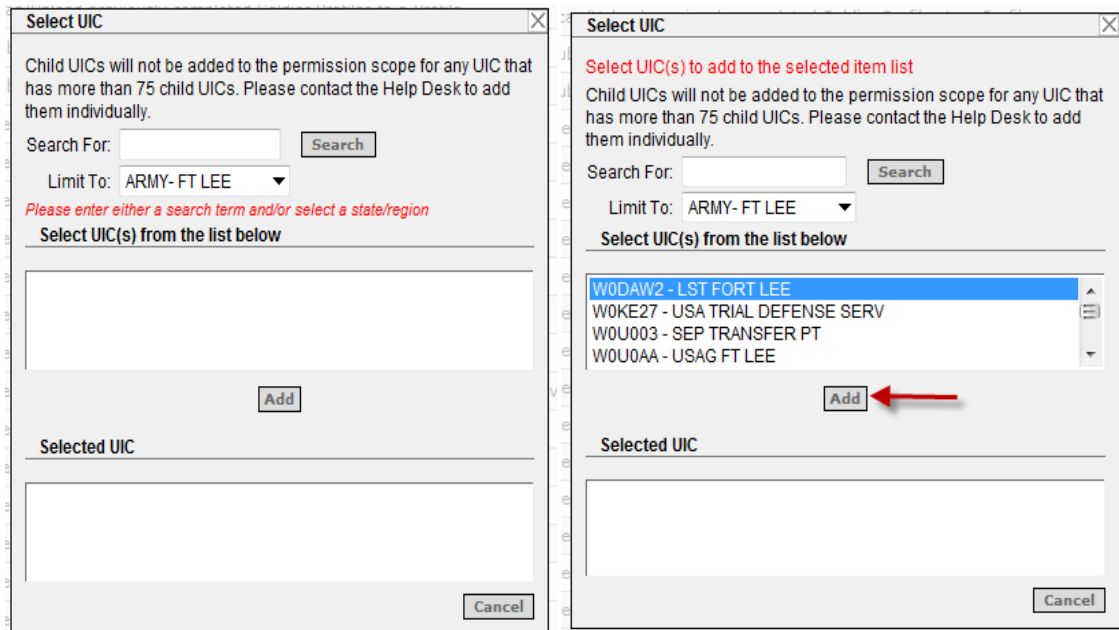
1. If you need to add UICs to all permissions, use the Add New UIC option on the Manage Permission page. Click **Add New UIC**.

Profile :: View returned	View Profiles that have been Returned.	<input type="checkbox"/> Grant	Scope
Profile :: View temporary	View a list of Temporary Profiles.	<input type="checkbox"/> Grant	Scope
Report :: No Unit Commander	View Report of UICs with No Unit Commander	<input type="checkbox"/> Grant	Scope
Reports :: Pending Profiles	View Report of Pending Profiles	<input type="checkbox"/> Grant	Scope
Reports :: Profile Phasing Report	View Report of Profiles with length of time it takes to route through approval chain by location	<input type="checkbox"/> Grant	Scope
Reports :: Profile Routing by Soldier	View Profile Routing by Soldier	<input type="checkbox"/> Grant	Scope
Reports :: Profile Source by Unit	View Report of Profile Source Count and Percentage by UIC	<input checked="" type="checkbox"/> Grant	Scope
Reports :: Profiles By Providers	View Profiles By Providers location	<input type="checkbox"/> Grant	Scope
Reports :: Profiles Viewed by Unit (UIC)	View Report of Approved Profiles by UIC	<input checked="" type="checkbox"/> Grant	Scope
Reports :: View general	View general application reports.	<input type="checkbox"/> Grant	Scope
Reports :: View MEB	View MEB Report By Location.	<input type="checkbox"/> Grant	Scope
Reports :: View PEB	View PEB Report By Location.	<input type="checkbox"/> Grant	Scope
Reports :: wrong UIC Profiles	View Report of Profiles With Wrong UIC	<input checked="" type="checkbox"/> Grant	Scope
Reports Provider Profile History	View Provider Profile History	<input type="checkbox"/> Grant	Scope
Reports::View Uploaded Document	View Uploaded Document	<input checked="" type="checkbox"/> Grant	Scope

RECORDS FOUND 44

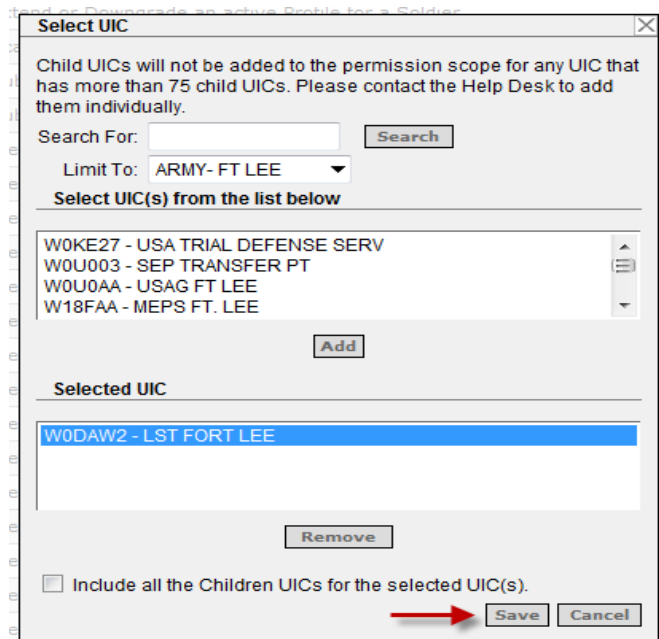
Add New UIC Option

2. The Select UIC box will be displayed. You can search for UICs, selecting those that are needed for this user. Click **Add**.



Select and Add UIC Option

3. After selecting the UICs to add, click **Save**. The UICs will be added to all granted permissions. Please note that you will only be able to add UICs that you as an administrator have access to.



Save UICs to Users' Scopes

3.1.2 Adding Installation / Locations to a User's Account / Permissions

There are some cases where users need access to multiple installations or states. Based on the administrator's access, they will now be able to add the installation, state or command to all granted permissions in a single session. Please note the administrator would need to access to the installation before it can be added to another user's account.

1. Hover of Administrative Tab and click Manage Users
2. Enter user SSN or name information and click 'Apply'
3. Select user and click 'Permissions'

Administration > Manage Users help center

[+] Click to show search filter

Rows per page: 50

Account Status	Name	UIC	Rank	User Role	Location	Registration Date	Expiration Date	Email	Role Type	
Active	Campbell, Daryl	WAUKAR	BG	Deputy Commander of Clinical Services	FT MEADE	20070522	20130113	eProfile-NonPro@asmr.com	Parent	Details Permissions
Pending Approval	dccs, alpha	WG6CG0	CSM	Deputy Commander of Clinical Services	FT BRAGG	20090514	20120314	alpha.dccs@us.army.mil	Parent	Details Permissions

Manage Users Grid

4. Scroll to bottom of page and click **Add New Region/MTF**

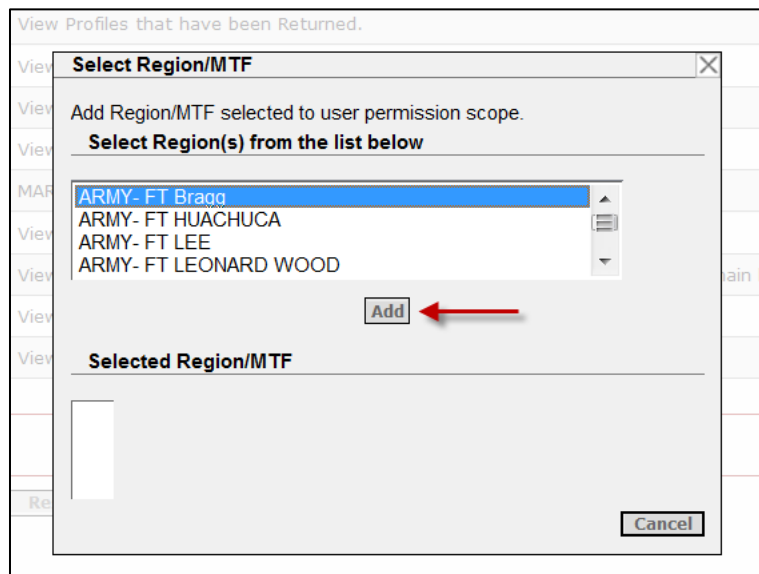
Reports :: Profile Phasing Report	View Report of Profiles with length of time it takes to route through approval chain by location	<input checked="" type="checkbox"/> Grant	Scope
Reports :: Profile Routing by Soldier	View Profile Routing by Soldier	<input checked="" type="checkbox"/> Grant	Scope
Reports :: Profile Source by Unit	View Report of Profile Source Count and Percentage by UIC	<input checked="" type="checkbox"/> Grant	Scope

1 2

RECORDS FOUND 59

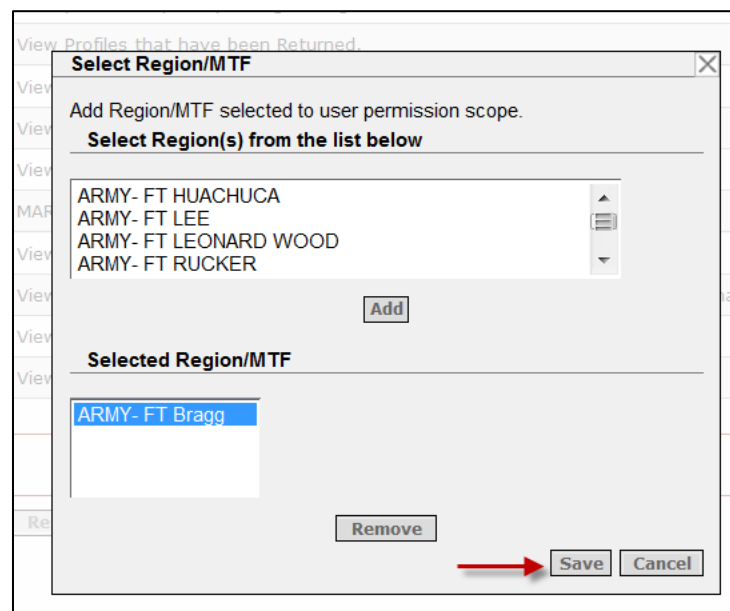
Permissions Page, Adding New Region / MTF

5. The system displays a box of the MTFs/Regions. Select the appropriate location and click Add.



Select New Region / MTF

6. The system displays the selected locations. Click Save or Cancel. Once saved, e-Profile will save the added locations to all region-level permissions.

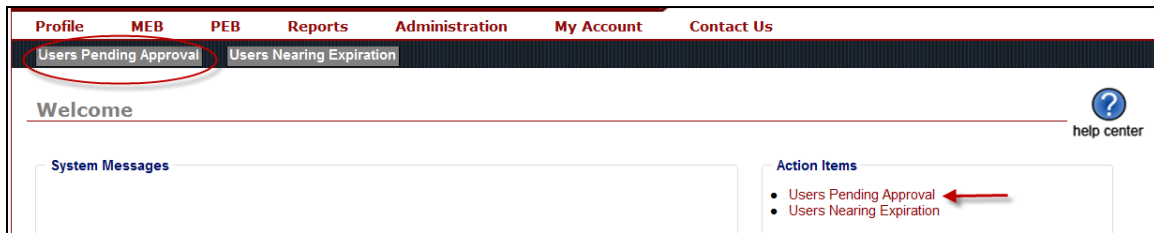


Selected Region / MTF to Permissions

3.2 Approving Users

e-Profile provides the list of users pending approval for your location / UIC through the Users Pending Approval option.

1. Click the Users Pending Approval tab or link under the Action Items to get a list of all users pending approval.



Welcome Screen, Users Pending Approval

2. A list of all users pending approval for your location / UIC is displayed. You can modify the filters to expand or narrow your search. Select the user and click Approve.

Administration > Approve Users

[+] Click to show search filter

Requestors Name	Date Requested	User Role	Address	Location	Rank	
Dougherty, Neil	20110310	Physician Assistant/Nurse Practitioner	67 First Way	FT LEE	CW2	Approve
FtLee4, Physician	20110610	Physician	4050 Main Street	FT LEE	MAJ/P	Approve
Perkins, Lamar	20070121	PADC	751 White First Parkway	FT LEE	COL	Approve

RECORDS FOUND 3

Approve Users Grid

Note: The pending approval list only includes users at your parent location. If you have access to multiple locations, you will need to use the Manage Users to activate accounts at the additional installations.

3. The User Details page is displayed, allowing you to Activate or Reject the Account. You can modify the role if needed before activating. You can also change the expiration date if needed. Please remember to click Update.

MAJ/P. PHYSICIAN FTLEE4

AKO ID: 1.PHY.FTLEE4	Status: Pending Approval	Registered: 20110610	Expires: 20130610
Compo: Army	Location: FT LEE	Email: physician.ftlee4@us.army.mil	UIC: W2LMAA
User Role: Physician		Clinic: Kenner	

Pending HIPAA Certificates (Show Details...)

Account Settings (Hide Details...)

Account Status: Pending Approval
 Expires On: Active
 User Role: Pending Approval
 State/Region: FT LEE (USA MEDDAC FT LEE)
 UIC: W2LMAA
 Issuing Clinic: Kenner
 Approved by: Unknown
 Role Type: Parent

Update Cancel

User Details, Activate Account

4. Select the Rejected from the drop down menu if the account needs to be rejected. Enter a mandatory comment detailing the reason for the rejection. Click Update. An email will be sent to the user with the justification of why the account was rejected.

Account Settings (Hide Details...)

Account Status: Rejected
 Expires On: 20130610
 User Role: Physician
 State/Region: FT LEE (USA MEDDAC FT LEE)
 UIC: W2LMAA
 Issuing Clinic: Kenner
 Approved by: Unknown
 Role Type: Parent

Rejected Comments: add comments

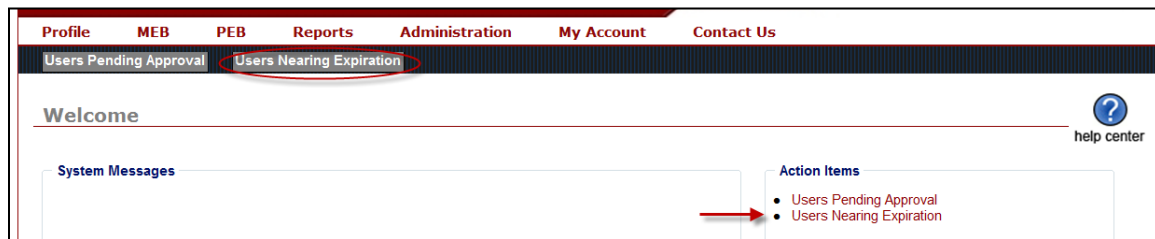
Update Cancel

Rejecting An Account

3.3 Users Pending Expiration

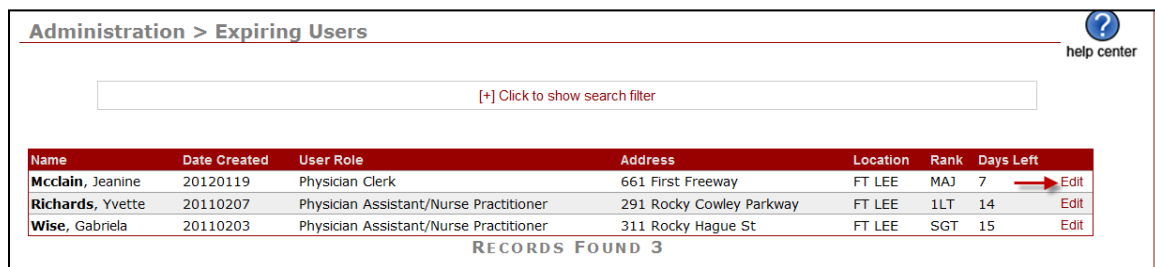
e-Profile provides the list of users pending expiration for your location / UIC through the Users Nearing Expiration option.

1. Click the Users Nearing Expiration tab or link under the Action Items to get a list of all users whose accounts are nearing expiration.



Welcome Page, Users Nearing Expiration Option

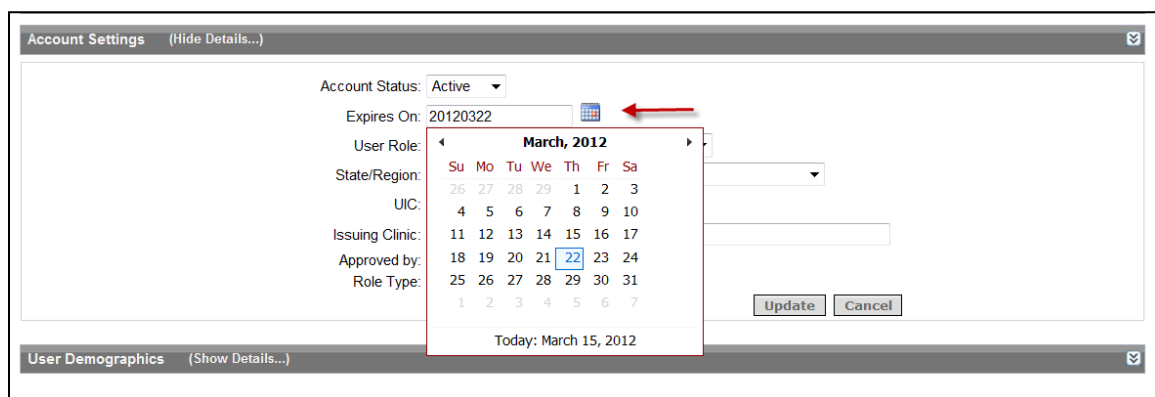
2. A list of all users whose accounts are nearing expiration is displayed. You can modify the filters to expand or narrow your search. Select the user and click Edit.



Users Pending Expiration List

Note: Users whose accounts are within 30 days of expiration will be listed.

3. The User Details page is displayed, allowing you to extend or otherwise modify the expiration. You can also make other changes, just has modifying the role. Enter in the new expiration date or use the calendar icon. Please remember to click Update.



Extending User Account

3.4 HIPAA Certificates

All National Guard and Army Reserve users must upload their HIPAA and have it approved prior to gaining access to the system. Active Army can post and approve the HIPAA, but the system will not monitor compliance or deny access if a valid HIPAA does not exist in system.

Note – current the managing of certificates must be handled through the Manager Users feature.

1. Select the user and click Details. The User Details page will be displayed.
2. Click the Pending HIPAA Certificates bar. A list of the pending HIPAA Certificates for that user will be displayed.

Administration > User Details help center

The sections below contain application user information. You will be able to adjust the user's application settings, approve pending HIPAA certificates, view their registration information, and view application usage activity.

1LT. FT BRAGG

AKO ID: 1.AAPANP.3	Status: PendingApproval	Registered: 20110131	Expires: 20110526
Compo: Army National Guard	Location: Virginia	Email: lori.jones@asmr.com	UIC: W77948
User Role: Physician Assistant/Nurse Practitioner			
Clinic: VA Clinic			

Pending HIPAA Certificates (Hide Details...)

Pending HIPAA Certificates			
Name	Latest Upload Date	Number Pending	
Bragg, FT	20110131	2	Review Latest

Pending HIPAA Certificates

Note: If the user uploaded multiple copies, you will only be presented with the latest.

3. Click Review Latest. A screen will be returned, displaying the HIPAA certificate. Please take special note of the Completion or Expiration Date. Enter in the Expiration Date or use the calendar icon. The expiration date must be within one year of the documentation date and coincide with the HIPAA expiration date.

The HIPAA certificate expiration date is tied to the users account expiration. The account expiration cannot extend the HIPAA certification expiration date.

Please refer to the completion date of the HIPAA Certificate before determining the expiration date.

For: 779997789
Status: Pending
Doc Date: 12/13/2011
Upload Date: 03/15/2012 1:22 PM ET
Expires:
Comment:

March, 2012

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today: March 15, 2012

Reviewed:

Certificate of Completion
This certifies that
HIPAA
has successfully completed the
Medical Operational Data System
training for
HIPAA - Privacy and Security
Expires on
December 13, 2012
Certification by the Office of the Army Reserve Surgeon and Office of the Chief Surgeon, ARNG
 This certificate is only valid for assessing selected MODS Applications

Set HIPAA Certificate Expiration Date

4. Once the expiration date is entered, click Approve.

Please refer to the completion date of the HIPAA Certificate before determining the expiration date.

For: 779997789
Status: Pending
Doc Date: 12/13/2011
Upload Date: 03/15/2012 1:22 PM ET
Expires:
Comment:

Reviewed: N/A

Certificate of Completion
This certifies that
HIPAA
has successfully completed the
Medical Operational Data System
training for
HIPAA - Privacy and Security
Expires on
December 13, 2012
Certification by the Office of the Army Reserve Surgeon and Office of the Chief Surgeon, ARNG
 This certificate is only valid for assessing selected MODS Applications

Approve HIPAA Certificate